



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Cleaning of Canteen Utensil	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

The objective of this SOP is to describe a procedure a procedure for cleaning of canteen utensil.

2.0 SCOPE:

This SOP is applicable for cleaning of canteen utensil at

3.0 RESPONSIBILITY:

3.1 The Officer/Designee– Personnel shall be.

3.1.1 Responsible for adhering to standard practice as per SOP.

3.1.2 Responsible for overall verification of cleaning of canteen utensil.

3.2 Housekeeping Supervisor/Canteen/Designee Supervisor shall be.

3.2.1 Responsible for cleaning of canteen utensil as per schedule.

4.0 ACCOUNTABILITY:

Head - Human Resources

5.0 PROCEDURE:

5.1 All the used utensils shall be collected at washing area of canteen.

5.2 The utensils shall be scrub to remove the adhere and left over food.

5.3 The garbage shall be collect in disposal bin.

5.4 The utensils shall be scrub with the detergent powder using a plastic scrubber.

5.5 Wash the utensils with water.

5.6 The washed utensils shall be dry by using clean dry cloth and keep arranged at fixed place.

6.0 ANNEXURES:

Nil

7.0 References (S)

In House

8.0 Glossary

SOP: Standard Operating procedure